

My ENERGY STAR Account Reference Guide

Product Certification Bodies

This guide provides instructions to ENERGY STAR® partners and program support organizations on completing common tasks using My ENERGY STAR Account.



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LOGGING IN

Go to www.energystar.gov/mesa and enter the My ENERGY STAR Account (MESA) username and password you received by email. If you did not receive an email, select the **"Forgot your password?"** link on the landing page.

You will see a home page similar to this:

PROGRAM NAME	BRANCH	ORG. RELATIONSHIP	STATUS
Product Certification Body	Products	Recognized	Active

- View All XML Submissions
- Certified Products Additional Files
- List of Ineligible Products
- Brand Owner/Lab Search

PROGRAMS

The Programs section of the MESA home page lists your organization's involvement in ENERGY STAR programs. It includes details such as the program name, the ENERGY STAR branch that oversees the program, your organization's relationship with the program, and your organization's status with the program. An organization can be involved in one or more ENERGY STAR programs.

CONTACTS

The Contacts section of the MESA home page lists all contacts within your organization. Details are provided for each contact, such as the email address and phone number. Each of your organization's programs can have one or more contacts associated with it, and you can associate the same contact with one or more programs. To associate a contact with a program, you must assign a program role for the contact. See the following for instructions for this, as well as how to add a new contact, reassign an existing contact to a new program, and remove a contact from a program or from your organization altogether.

MY ENERGY STAR TOOLS & RESOURCES

The My ENERGY STAR Tools & Resources section provides your organization with links to program-specific tools and resources.

ENERGY STAR QUICK LINKS

The ENERGY STAR Quick Links section provides links to relevant program participation information and other places on the energystar.gov site.

YOUR MESA USER PROFILE

Access your MESA user profile information by selecting the user icon in the upper-right corner of the screen. Here you can edit your personal profile, contact information, and other account settings.

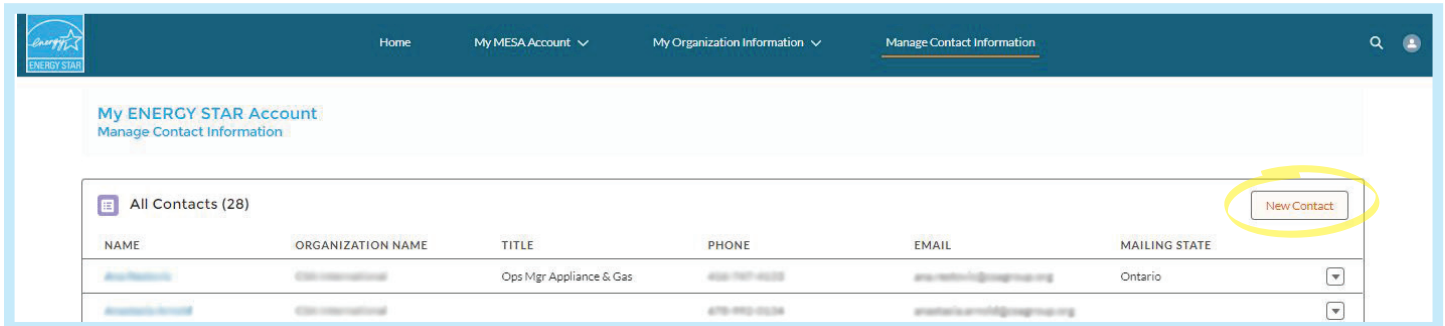
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ADD A NEW CONTACT

Step 1: From the top menu, select **"Manage Contact Information."** Click the **"New Contact"** button (on the top right of the list).



Step 2: Fill out the **"Create Contact"** form. If the contact should not have access to MESA, uncheck the **"Give contact access to My ENERGY STAR?"** checkbox. Press **"Save."**

The screenshot shows the 'Create Contact' form overlaying the 'Manage Contact Information' page. The form has the following fields and sections:

- Mailing City: Toronto
- Other City: (empty)
- State/Province: Ontario
- Other State/Province: --None--
- Mailing Zip/Postal Code: (empty)
- Other Zip/Postal Code: (empty)
- Other Address Type: (empty)
- Access Information:
 - Access to HOST: ☐
 - Give contact access to My ENERGY STAR?: ☒
 - Give contact access to Logo Downloads?: ☐
- Organization Information:
 - Organization Name: (empty)

At the bottom of the form, there are 'Cancel' and 'Save' buttons.

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CREATE A CONTACT ROLE FOR THE NEW CONTACT

Step 1: Select **"Manage Contact Information"** from the top menu. Select the new contact from the list of **"All Contacts."**

NAME	ORGANIZATION NAME	TITLE	PHONE	EMAIL	MAILING STATE
John Doe	Ops Mgr. Appliance & Gas	416-737-1234	john.doe@energystar.org	Ontario	

Step 2: In the **"Role in Programs"** list, select **"New."** Select the relevant program, then fill out the **"Create Contact Role"** form. To select multiple roles or deselect a role, press **Ctrl** and **left-click** simultaneously. Press **"Save."**

Create Contact Role

Contact: John Doe

Program: Product Certification Body

* Role in ENERGY STAR Program

- Primary
- Alternate Primary
- IT
- Product Specific

Role in Company

- Administrative
- Communications/Marketing/PR
- Executive Management/Owner
- Government Affairs/Corporate Relations
- Legal
- Technical/Engineering
- OEM Contact

Contact Status: Active

Inactive Status in Program Explanation - Manual: --None--

Certification Administration: Audio/Video

Verification Administration: Audio/Video

Cancel Save

Note: Contacts must have a contact role to receive ENERGY STAR communications. Contacts without a contact role will be highlighted on the MESA home page under the header, **"Action Needed: Associate Contact(s) to Program."** To add a role for one of these contacts, click the arrow to the right of the contact name, which will bring up the **"Create Contact Role"** form.

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UPDATING INFORMATION

Viewing and editing organization information

Step 1: Select “My Organization Information” from the top menu, and then “Manage My Organization.”

Step 2: From the “All Organizations” list, select your organization name.

Step 3: On the page for your organization, select “Edit” (at the top right of the screen).

Step 4: Edit your organization’s information (such as address, website, or phone). Press “Save.”

Note: The organization name cannot be edited in MESA. To request a change to your organization’s name, select “My Organization Information” from the top menu, then select “Org Name Change Request.” Complete and submit the form provided. The organization name will be changed once the request has been reviewed and approved by ENERGY STAR.

Edit information for an existing contact

Step 1: Select “Manage Contact Information” from the top menu.

Step 2: Select the relevant contact name from the list to reach the contact page.

Step 3: Press “Edit,” at the top right of the page, to change the contact information.

To change the email address for a MESA user account, the contact will be required to verify the updated email address via email.

Change the types of ENERGY STAR communications a contact receives

Step 1: From the top menu, select “Manage Contact Information” and the relevant contact from the list.

Step 2: In the “Role in Programs” list, select the drop-down arrow to the right of the contact and click the “Edit Contact Role” button. Search for the relevant program, then complete the information on the “Edit Contact Role” form. Press “Save.”

Note: To change from a primary, alternate-primary, product-specific, or IT role, click Ctrl+D to deselect the current role and select a different role.

Note: To deselect any options in the “Create Contact Role” form, hold the Control [Ctrl] key and click on the option that should be deselected.

Remove a contact

Step 1: From “Manage Contact Information” in the top menu, select the relevant contact from the “All Contacts” list.

Step 2: On the contact page, in the “Role in Programs” list, click the arrow on the right side and select “Edit Contact Role” from the drop-down menu.

Step 3: Change the Contact Status to “Inactive” and indicate the reason in the “Inactive Status in Program Explanation – Manual” box. Press “Save.”

If the contact is not participating in any ENERGY STAR programs or has left the organization:

Step 1: On the contact page, select the “Edit” button at the top right of the page.

Step 2: In the “Edit Contact” form, change the “Status” to “Inactive.” Press “Save.”

Note: EPA will provide further guidance as additional features are released in MESA.

For more help, please contact
certification@energystar.gov



Tips for Product Certification Bodies

To access product brand owner and product laboratory organization IDs and statuses from the MESA home page, select “Brand Owner/Lab Search” from the “Tools” on the right side of the page.

To access XML submissions, from the MESA home page, select “View All XML Submissions” from the “Tools” on the right side of the page.

To access a list of all product models certified by the certification body, select “My Organization Information” from the top menu, and then “Manage My Organization.” After selecting your organization name from the “All Organizations” list, select the “Products” from the block after the list of contacts.

Certification Body Contact Roles in ENERGY STAR Program

- **Primary:** Main point of contact for the certification body
- **Alternate Primary:** Alternative to the main point of contact for the certification body
- **IT:** Contact responsible for submitting products using the Qualified Product Exchange (QPX) system and/or other IT issues only
- **Product Specific:** Contact responsible for a specific Area of Recognition (AOR), under the following designations:
 - **Certification Administration:** Contact responsible for certification of products
 - **Verification Administration:** Contact responsible for verification testing of products
 - **Technical:** Technical expert for a specific AOR

Note: Certification body contacts cannot have multiple contact roles. The Product Specific role requires details on responsibility for specific product types.